The
SACHEM'S
and
SENIOR SAGAMORE'S
MANUAL

Printed and Distributed by

Committee on Promotional Development
Great Council United States

Louis Buffler, P.G.I., *Chairman*
Clarence Hummel, G.K.W., *U.S.*
Edmund P. Taylor, P.G.I.
John L. Howley, G.S.S.
Secretary, Co-Ordinator

(1) Immediately after being raised to Senior Sagamore, take home a ritual, memorize the opening and closing ceremonies, get a copy of the general laws of your Great Council and the by-laws of your tribe and study them carefully. A general knowledge of the laws or where to look when in doubt, will aid very materially in presiding intelligently over your tribe.

(2) Remember our laws wisely made you serve one term each as Junior and Senior Sagamore; so you should be prepared to act immediately after being raised as Sachem. Do not go in depending on a Past Sachem appointed as Sannap to handle the business, as many Sachems do. Stand on your own feet.

(3) As Senior Sagamore note the good and bad features of the Sachem. Keep the good points — eliminate the bad, and add some new ones that will give your chieftaincy originality and create confidence among the members that they have an active Sachem who is out to make good. Confidence in yourself breeds confidence in others.

(4) During your term as Senior, note the active members who can do things—not the member who talks the most, but the member who comes across with any duty assigned him. Several weeks before you are raised, make up your list of appointive chiefs, see each one personally and get them to willingly accept your appointment and promise to be present on the night of the raising. As far as possible, appoint young members who are ambitious for advancement. Let the Past Sachems rest on their honors, which they are generally content to do. They will help you if called upon for special work.

(5) As Sachem, remember you are expected to be the leader. If you do not originate, suggest or adopt, the tribe will follow the line of least resistance and do nothing either. Be a seven day a week Sachem and plan in advance just what you will do each evening.

(6) Establish a plan of holding a conference with all your chiefs, both appointive and elective, once each month. Do not try to work alone, for failure will be sure to follow. Take up the problems of the tribe with its chiefs, decide that which is best and with the chiefs united, little difficulty is experienced with the membership in having same adopted.

(7) As Sachem you have much power and influence, but do not abuse it by trying to force something on the tribe that they do not want. The wise Sachem encourages discussion on a motion that seems to be popular and quietly disposes of one that observation shows will not prevail.

(8) See that perfect decorum prevails during the opening and closing ceremonies. Be dignified yourself and the members will act accordingly. There is plenty of time later to relax under good of the Order.

(9) Most of all, be courteous. It costs little effort but pays big dividends. Never call members by their names without adding their title, if they have any, or if not, always use the word "Brother." This is an unfailing reminder to all that they are in council assembled.

(10) If a brother comes in late, do not slam him publicly for that fact when he salutes you, but bid him good evening, state you are glad to see him present and ask him kindly to be seated. Likewise do not insist on a brother remaining when he wishes to leave, for that is his right, but tell him you are sorry he has to leave and hope he will be present again at the next meeting. He goes away feeling kindly towards you and the tribe.

(11) Remember that the little word "Please" is one big asset. Use it often and watch the return for the small effort.

(12) Good of the Order—This is intended to be the best part of the meeting and not a signal to get ready to go home. This will be just what you make it. At this time the tribe can relax and any-

thing can be introduced that will instruct, entertain or be enjoyed by the membership as a whole. Once you have made this part of the tribal meeting enjoyable, you have practically solved the problem of attendance, created new interest, helped reduce suspensions, impressed new candidates and created a feeling that makes members go out with application cards for their friends and acquaintances to sign on the dotted line.

(13) Make the wigwam cheerful, cozy and comfortable. All tribes cannot have the plush and leather, but no tribe is so poor that they cannot meet in a clean wigwam. Make the wigwam seem like home and keep it as clean as you do your home. A dirty wigwam is inexcusable.

(14) As Sachem, never let the week go by without calling on the sick members. There is no alibi, other than absence from the city or illness yourself, which will have the ring of truth. If your heart is right, there is no obstacle that will keep you from doing your duty to the sick. Remember that the prompt visitation of your sick will give your tribe eventually more advertising than you could buy in any local paper. This is the kind of advertising that members who are sick, their wives, relatives and neighbors, love to talk about and will sell many an application, besides giving you the personal satisfaction of doing your duty to your brother member.

(15) As Sachem it should be your pride as well as your duty to make sure that all chiefs and committees perform their duties as prescribed by law, nominate and elect chiefs at the proper time, raise chiefs the first meeting of the new term, appoint auditing committee that will audit the books before the first meeting of the new term.

As Sachem you are morally responsible for the successes and failures of the tribe. Remember it is your history that is being written and it will become a part of the permanent records of the tribe.